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	PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK & ANTARABANGSA) Kod Dokumen: UPM/PU/S/AK02/06	No. Semakan: 05
		No. Isu: 02
	ARAHAN KERJA BAGI PELAJAR YANG DIBERIKAN STATUS GUGUR	Tarikh: 06/10/2020

1.0 PENGENALAN


Arahan Kerja ini merangkumi semua tatacara urusan pelajar yang diberikan status gugur (Dropped).

2.0 TERMINOLOGI

PT	:	Pegawai Tadbir
PT (P/O)	:	Pembantu Tadbir (Perkeranian dan Operasi)
SPS	:	Sekolah Pengajian Siswazah

3.0 ARAHAN

BIL.	AKTIVITI	TINDAKAN
1.	Hantar notis kepada pelajar yang diberi status Dropped selepas minggu ke- 3 kerana perkara berikut: a) Pelajar tidak mendaftar kursus dan tidak membayar yuran. b) Pelajar mendaftar kursus tetapi tidak membayar yuran. c) Pelajar membayar yuran tetapi tidak mendaftar kursus.	PT/PT (P/O) SPS
2.	Kemas kini tempoh penajaan (jika berkaitan) pada portal pelajar jika pelajar mengemukakan surat pelanjutan yang berkenaan.	PT/PT (P/O) SPS
3.	Pastikan pelajar yang telah menjelaskan yuran dan daftar lewat menunjukkan bukti bayaran sebelum didaftarkan.	PT/PT (P/O) SPS
4.	Kenal pasti pelajar yang berstatus Dropped selama dua (2) semester berturut-turut dan majukan notis peringatan terakhir untuk mendaftar sebelum minggu ketujuh semester semasa.	PT/PT (P/O) SPS
5.	Jika pelajar berstatus Dropped selama dua (2) semester berturut-turut, status pengajian akan ditukar kepada Withdraw pada semester berikutnya.	PT/PT (P/O) SPS

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	OFFICE OF THE DEPUTY VICE CHANCELLOR (ACADEMIC AND INTERNATIONAL) Document Code: UPM/PU/S/AK02/06	Review No. : 05
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	WORK INSTRUCTION FOR STUDENT GIVEN DROPPED STATUS	Date: 06/10/2020

1.0 INTRODUCTION

This instruction includes all procedures for student with dropped status.

2.0 TERMINOLOGY

- PT : Administrative Assistant
PT (P/O) : Administrative Assistant (clerical/Operational)
SPS : School of Graduate Studies

3.0 INSTRUCTION

NO.	ACTIVITY	ACTION
1.	Send notice to students who have been given the Dropped status after week 3 of these events: a) Students did not register for the course and did not pay fees. b) Students registered for the course but did not pay fees. c) Students paid fees but did not register for the course.	PT/PT (P/O) SPS
2.	Update sponsorship duration(if relevant) on student's portal if the student shows letter of extension.	PT/PT (P/O) SPS
3.	Make sure students who had paid their fees and registered late show their proof of payment before they are registered.	PT/PT (P/O) SPS
4.	Identify students with Dropped status for two(2) semesters and send last reminder to register before week seven (7) of the current semester.	PT/PT (P/O) SPS
5.	If a student has Dropped status for two (2) semesters, status will be changed to Withdraw in the following semester.	PT/PT (P/O) SPS